Job Title | Part Time Administrative Assistant/Office Manager  
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Employer/ Agency | CrossCreek Counseling Center  
Job Description | CrossCreek Counseling Center is a dynamic and highly specialized forensic counseling practice located on the Main Street MetroRail Line in Downtown Houston. CrossCreek has a current need for a Part Time Administrative Assistant/Office Manager. Duties include:  
- Answering and promptly returning phone calls  
- Scheduling appointments  
- Keeping up with deadlines for therapists  
- Filing/Chart management  
- Review and quality control of files prior to discharge  
- Data entry  
- Printing/Scanning  
- Other clerical tasks as assigned  
- Prefer proficiency with Email, Word and Excel  
- Must be proactive (self-initiate), efficient, reliable, detail oriented, organized and consistent with excellent communication (verbal and written) skills  
- Must be able to demonstrate professional boundaries and appropriateness.  
Qualifications | -High school diploma.  
- **Perfect position for a student obtaining a degree in the counseling/social work field.**  
- Part time, approximately 15 hours per week but could be up to 25-30 hours depending on current workload.  
- Scheduling has potential to be flexible.  
- It is a contract position (1099), so you will need to manage your own taxes.  
- Must be able to pass a federal background check.  
- **Bilingual Spanish/English is a plus.**  
Salary/Hours | $12-15 per hour depending on experience/Contract pay.  
Employer/Agency | CrossCreek Counseling Center  
Address | 1001 Texas Ave, Ste 570  
City, State, Zip | Houston, Texas 77002  
Contact Person | Heather Dean, LCSW, LSOTP  
Contact Title | Owner/Director  
Telephone Number | 713-226-8490  
Fax Number | 713-226-8491  
Email Address | heather@crosscreekcounseling.net  
Application Method | Please email resume to the above email address. No phone call accepted.  
Opening Date | Immediate, dependent on clearance of background check.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.